



USAID | SOUTH SUDAN

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Solicitation for Cooperating Country National (CCN) Personal Services Contract (PSC) Administrative Acquisition Assistant (FSN-9)

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066820R00012
2. **ISSUANCE DATE:** October 7, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** November 6, 2020 before 17:00 PM
4. **POSITION TITLE:** Administrative Acquisition Assistant (FSN-09)
5. **MARKET VALUE:** FSN-09, (\$24,476 - \$36,716) per annum
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/ South Sudan. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** 5 Years. The services provided under this contract is expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
7. **PLACE OF PERFORMANCE:** US Embassy, Kololo Road
8. **SECURITY LEVEL REQUIRED:** RSO Certification/Facility Access

Kololo Street,
2nd Block next to European Union
Juba South Sudan
Tel:1202216279

USAID/South Sudan
C/O: U.S Embassy
Juba South Sudan

9. BASIC FUNCTIONS:

The incumbent will serve as the Acquisition and Assistance Assistant for the Office of Acquisition and Assistance (OAA) for South Sudan. S/he will provide direct support to the Supervisory Contracting and Agreement Officer (CO/AO), and will perform a broad range of A&A duties with minimal supervision and guidance. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices in the Mission.

Major Duties and responsibilities:

Closeout:

Upon receipt of expired acquisition and assistance awards files, independently reviews files and liaises with responsible USAID contractors to ensure the receipt of all reports, payments, refunds/rebates due to the US Government, and final overhead rate adjustments, if needed. Initiates close out actions by distributing Close out Completion Statements, coordinating with the concerned offices to provide the required information requirements, analyzing and verifying the accuracy and completeness of the information. Completes the procedures for closing out awards including reviewing disposition plans, drafting disposition approvals for Contracting Officer signature, in accordance with Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), USAID Acquisition and Acquisition Policy Directives (AAPDs), applicable regulations on assistance (22CFR226), Mission Orders and USAID's Automated Directive System (ADS).

Reconciles accounts between FMO and recipient/contractor to ensure that correct amounts are de-committed. Compiles and provides information and reports on all expired awards. Monitors dates of the record retention period and record destruction. Organizes and maintains contract files in accordance with the Automated Directive System (ADS). Prepares and distributes closed out instruments to the appropriate storage location.

Meets with contractors and recipients to resolve outstanding issues related to closeouts. Processes closeout modifications in order to reduce the pipeline balance for inactive awards. Maintains and regularly updates databases, such as Global Acquisition and Assistance System (GLAAS) concerning closeouts for all direct awards administered by the Contracting Office. Ensures that all data is correctly completed by the Acquisition Specialist, identifies and resolves any problems, and processes the award for close-out in GLAAS. Prepares monthly reports for CO and front office on status of close-outs. Identifies the need for other electronic or paper-based tracking systems and develops such records.

A&A Administration and Analysis Support:

Incumbent performs cost analysis, cost realism analysis and supports A&A Specialist and CO/AO with deeper analysis such as profit/fee analysis. Incumbent compiles Price/Cost analysis data from received offers, prepares submitted proposals for the Technical Evaluation Team. Prepares regret letters and logistic arrangements for post-award briefings with the successful applicant(s) and debriefing of unsuccessful applicants.

The incumbent prepares acquisition instruments, such as purchase orders, fixed price contracts, simple to complex modifications for acquisition and assistance awards with minimal supervision of the CO/AO or A&A Specialist using the Agency's Global Acquisition and Assistance System (GLAAS). A comprehensive knowledge of Federal acquisition procedures is imperative. Prepares Negotiation Memoranda to accompany executed actions.

The incumbent participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with customers to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronic posting of Simplified Acquisitions and Personal Services Contracts; works with A&A specialists/Contracting Officer to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. Works with A&A Specialists and COs/AOs to prepare Requests for Proposal and Requests for Application. The incumbent assists, Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.

Manages the Mission's past performance program and will serve as the Alternate Mission Focal Point for the Contract Performance and Review System (CPARS). The incumbent will coordinate CPARS access for all Contracting Officer Representatives (COR) in the Mission and contractor points of contact for contracts awarded by the Mission, register new contracts/orders in the system, coordinate contractor performance evaluations, and track all interim and final performance reviews to ensure they are initiated and completed within required timeframes. The incumbent will assist CORs in the completion of their reviews, assist contractors with their responses, and assist the assessing official and reviewing official in completing their duties.

Documentation Management:

The incumbent drafts, edits and formats electronic drafts of professional, legal documents using automated data processing equipment and software such as Microsoft Word, Macros, Excel, Access, and GLAAS, to prepare documentation for contracts, grants, cooperative agreements and modifications thereof, letters, cables, memoranda, and reports. This includes performing analysis on requests for implementer approvals to determine the eligibility of requests and recommend to the CO/AO on issues such as reasonability. The incumbent establishes, maintains and update OAA Implementing Partners Contact List.

The incumbent maintains FY logs on award numbers; organizes and maintains filing system ensuring proper assembly and regular update of award files in accordance with Office of Procurement Administrative Memorandum (OPAM) 96-03, in readiness for 1) audit from Regional Inspection General (RIG) and Office of Procurement Evaluation (OPIE) 2) allowing Teams/Offices members and Acquisition Specialists timely access to award documentation.

AREA OF CONSIDERATION:

Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

10. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

11. POINT OF CONTACT: jubahr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **EDUCATION:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required.
- b. **EXPERIENCE:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.
- c. **Post Entry Training:** There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Level I certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP.
- d. **LANGUAGE PROFICIENCY:** Level 4, advanced professional proficiency, speaking and reading in English; and local language proficiency (Juba Arabic), both oral and written, is required.
- e. **EVALUATION AND SELECTION FACTORS**

After the closing date, applications will be initially screened to determine whether applicants have

met the advertised qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance with the evaluation factors. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference check will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidate must obtain required security and medical clearance within a reasonable period of time (USAID will provide details to the selected candidate). A substantial delay in obtaining either security or medical clearance will make the applicant ineligible for selection.

III. EVALUATING FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as the applicant's writing, presentation and communication skills.

The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to raise to the full performance level.

The following factors are listed in descending order of importance:

1. Demonstrated Skills and Abilities
2. Demonstrated Technical Knowledge
3. Relevant Experience

The factors will be basis for scoring the applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will also be evaluated on their interview performance, and, finally, satisfactory professional reference checks.

In summary, the steps in the applicant rating system are as follows:

1. Meet minimum requirements: Pass/Fail
2. Evaluation of application in relation to the evaluation factors, which when combined, are of equal importance to interview performance
3. Interview performance which is of equal importance to evaluation factors
4. Reference Checks: Pass/Fail

IV. PRESENTING AN OFFER

- a) Eligible Offerors are required to complete and submit the offer form:
 - Cover Letter of Interest
 - An up-to-date Resume/C.V.
 - USAID Application Form (to be filled out completely). The Application form is available for download from the internet <https://ss.usembassy.gov/embassy/jobs/>
 - Applicants must submit a Narrative Statement addressing each of the evaluation factors in 500 words or less.

- b) Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
- c) To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Security Questionnaire for Locally Employed staff*
3. *Finger Print Card (FD-258)*

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 302-4** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

END OF SOLICITATION

